

# Using Proofing Tools with Excel 97

## What you will learn from this lesson

With Excel 97 you will:

- Use the built-in spelling checker.
- Use proofing formulas.
- Use AutoCorrect to correct your errors as you type.

## What you should do before you start this lesson

1. Start Excel 97.
2. Open a new workbook.

## Exploring the lesson

Using Excel 97, you can improve your worksheets and graphs with spelling and AutoCorrect functions. In the following exercises, you can check your spelling and your formula writing by entering wrong information, allowing Excel 97 to “fix” your errors, and then observing the results.

### Checking your spelling

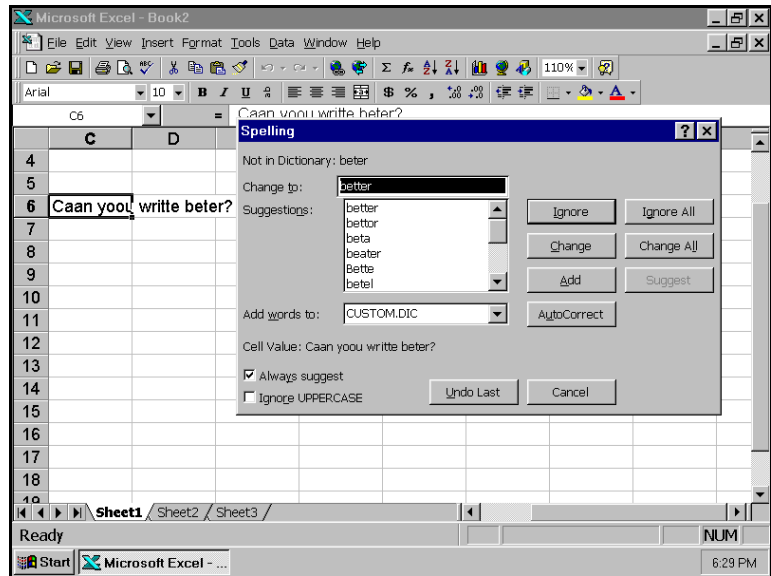
Identifying and correcting your spelling errors

1. In cell C6, type *Caan yoou wriite betet?*
2. On the **Tools** menu, click **Spelling**.
3. Click **AutoCorrect** for each misspelled word presented, select the correct word from the list of corrections.  
- or -  
Type the correct word.
4. Click **OK** when the Excel 97 window shows spell checking is done.
5. Click cell C6, and press DELETE.

#### Note

You can easily get to the spelling checker by clicking:





### **Proofing formulas**

Entering a wrong formula, or even part of a wrong one, will affect your calculations. Excel 97 will notify you when you have entered something that will not work.

### ***Understanding formula error values***

Excel 97 displays an error value in a cell when you have entered a formula incorrectly. Error values always begin with the number sign (#).

#### **Correcting formulas**

1. In the worksheet from the previous lesson, click cell A2, and type `=13/0`. (You tried to divide by zero.)
2. Click cell A4, and type `=SQRT("School")`. (You tried to find the square root of a word, rather than a number.)
3. Click cell A4, and type `=SQRT("School")`. (You tried to find the square root of an undefined label.)
4. Click cell A5, and type `=jk1*jm2`. (You tried to use a cell outside of the worksheet.)
5. Click cell A6, and type `=1.25.5*2.45.3`. (You tried to multiply numbers with multiple decimal points.)
6. Close the workbook without saving changes.

### **How you can use what you learned**

Worksheets often contain text in titles and cells. You can use the spelling checker in Excel 97 to identify misspellings and prevent embarrassing mistakes. You can also use the spelling feature to correct graph titles and X-axis and Y-axis titles.

Office Assistant can suggest solutions to many of your problems. It opens the online Help feature of Excel and lists many subjects of interest.

### Extensions

Many students are good spellers, but sometimes they consistently misspell certain words. For these few specific words, use the AutoCorrect feature of Excel 97 to anticipate and solve the spelling concerns. As you enter the specific word incorrectly, Excel 97 changes it for you. You can even enter those words that most often get tangled. By using the AutoCorrect feature in Excel 97, you and your students can avoid embarrassing mistakes on your charts and graphs.

### Finding and correcting spelling errors with AutoCorrect

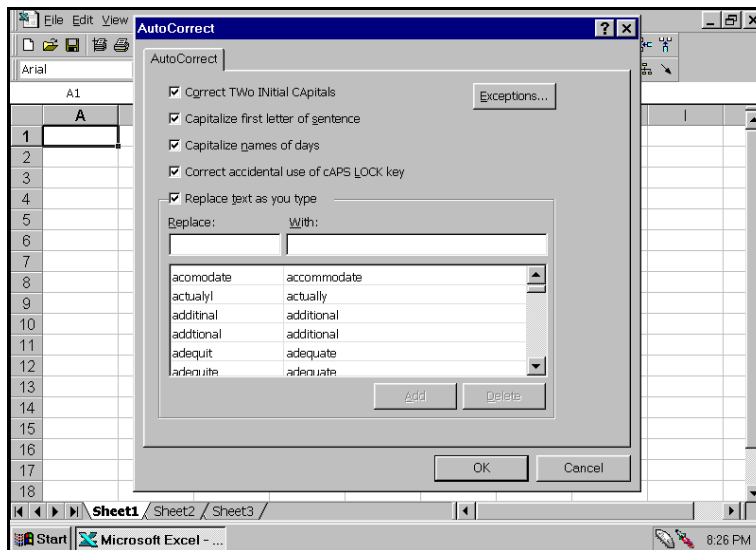
AutoCorrect makes the correction as soon as you finish typing the misspelled text and begin typing the next word or punctuation mark.

Using AutoCorrect

1. Open a new workbook.
2. On the **Tools** menu, click **AutoCorrect**.
3. In the **Replace** dialog box, enter a word that you commonly misspell in the exact way that you misspell it.
4. In the **With** dialog box, enter correct spelling.
5. Repeat steps 2 and 3, using words that you regularly misspell.
6. Click **OK**.
7. In cell B6, type a short sentence using one of your common misspellings.
8. Close the workbook without saving changes.

#### Note

Click the **Add** button when it appears. If **Replace** appears, the word you typed is already on the AutoCorrect list.



## **Summarizing what you learned**

In this chapter you have explored and practiced:

- Using the built-in spelling checker.
- Proofing formulas.
- Using AutoCorrect to store your common errors with their corrections.